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GENERAL

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24 OCT 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : Forthcoming Inspection of the Office of Personnel

1. The Inspection Team is looking forward to the discussion of the forthcoming inspection scheduled for 29 October. An outline of our proposed objectives and approach is attached for your consideration.

2. As indicated, we intend this to be an issue-oriented inspection rather than a general study of management aspects of the Office. The specific problems deserving detailed study will be identified in the first phase of the investigation, much of which will be conducted outside the Office of Personnel. We anticipate that the recruiting and applicant processing systems will be one of the areas perceived as problems by customers. The personnel contracting function, particularly the records management aspect of that function, will also be covered. Other subject areas will be identified during the first phase of the inspection. We do not expect, however, that detailed inspections of PMCD or the CIARDS functions will be necessary.

3. There will be four members on the Inspection Team: They are:

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Team Captain

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Chief
Inspection Staff

Attachment
As stated

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